

EMPLOYMENT OPPORTUNITY

ANNOUNCEMENT NUMBER: HNALL 07/21

(Applicants who responded to Vacancy Announcements HNALL 07/10 need not reapply)

OPEN TO: All Interested Candidates - Vietnamese Citizens

POSITION: Logistics Clerk, FSN-6

OPENING DATE: May 21, 2007

CLOSING DATE: June 4, 2007

WORK HOURS: Full-time, 40 hours/week

ANNUAL SALARY: US\$4,966 (Starting salary)

LENGTH OF HIRE: Long-term. Actual filling of the position is contingent upon the availability of funds.

The Embassy of the United States of America in Hanoi is seeking an individual for employment in Vietnam for the position of **Logistics Clerk** in the Joint POW/MIA Accounting Command (JPAC)/Detachment Two in Hanoi.

BASIC FUNCTION OF THE POSITION

Incumbent of this position will liaise with the U.S. Embassy Financial Management Center on all procurement transactions from Detachment Two in support of Joint Field Activity Teams. Incumbent will assist the Purchasing Agent with the procurement of all supplies/services, import/export of cargo and equipment and the deployment/redeployment of JPAC Joint Field Activity teams from Noi Bai, Tan Son Nhat and Danang International Airports; maintain and control all Detachment Two property; have direct liaison with the landlord on all maintenance and repair issues.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office, Hanoi.

QUALIFICATION REQUIREMENTS

All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. University degree in Arts, Administration, International Relations or Social Sciences is required.
2. Must have at least one years of progressively responsible experience in secretarial, administrative or accounting work.
3. A clear comprehension of accounting systems is required. Must be able to work independently without direct supervision. Must possess both resourcefulness and initiative when dealing with Vietnamese government offices.
4. Must be able to use a computer with emphasis on Microsoft Excel spreadsheet (this will be tested).
5. Level 3 (Good working knowledge) Speaking/Reading English is required (this will be tested). Fluency in Speaking/Reading Vietnamese is required.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. The candidate must be able to obtain and hold Post security clearance.

TO APPLY

Interested candidates for this position must submit the following, or the application will not be considered:

1. Post form "Application for Employment with the U.S. Mission to Vietnam" available on the website.
2. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned, etc.) that addresses the qualification requirements of the position as listed above.

You may download the application form at http://vietnam.usembassy.gov/job_opportunities.html#appforms or paper copies are available from the security guard main gate at the U.S. Embassy, 7 Lang Ha Street, Hanoi between the hours of 8:00 A.M. - 5:00 P.M., Monday through Friday.

SUBMIT APPLICATION TO

Human Resources Officer
U.S. Embassy, 7 Lang Ha Street, Hanoi

All applications must be put in sealed envelopes and addressed to the Human Resources Officer to receive consideration. Please write clearly on your envelope the position for which you are applying.

POINT OF CONTACT

Human Resources Office
U.S. Embassy Hanoi
Tel. 84-4-850-5000
FAX: 84-4-850-5019

CLOSING DATE FOR THIS POSITION: JUNE 4, 2007

(All applications must be received by the closing date to receive consideration)

AN EQUAL OPPORTUNITY EMPLOYER

The U.S. Mission in Vietnam provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.